

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Notice PM-2305

**For:** FFAS Employees Except FAS Foreign Service Employees

**FY 2002 Mid-Year Review**

**Approved by:** Acting Deputy Administrator, Management



**1 Scheduling Mid-Year Reviews**

**A**

**Purpose**

This notice reminds FFAS employees (except FAS Foreign Service) to complete the FY 2002 Mid-year Performance Progress Reviews by **May 31**.

**B**

**Forum for Discussion**

Mid-year reviews provide a forum for employees and supervisors to:

- review performance elements and standards and make any necessary changes
- discuss accomplishments during the past 6 months, and to revisit or develop individual development plans.

If an employee has not had a review, schedule an appointment to meet with your supervisor **as soon as possible**. Once the review is completed, date, initial, and document feedback from these discussions on applicable performance appraisal forms or using the Combined Administrative Management System.

**Note:** Frequent and meaningful “performance” discussions between employees and supervisors are strongly encouraged throughout the appraisal cycle that ends September 30, 2002.

**C**

**Contact**

If there are questions or additional information is needed, contact Cheryl Fuller at 202-418-8973 or 202-418-9118 (tty) or e-mail to **Cheryl\_Fuller@wdc.usda.gov**.

Employees are encouraged to visit the performance management website at **<http://dc.ffasintranet.usda.gov/hrd/intropm.htm>**.

**Disposal Date**

October 1, 2002

**Distribution**

All FFAS employees, except FAS Foreign Service employees